



## JOB DESCRIPTION

Position Title: **Director**

Working Area: **Environmental Services**

Class Code: 3507

Exempt

EEO Code: 01

Effective Date: August 30, 2002

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### **Major Function**

Professional, administrative and managerial work responsible for directing a department to provide water, wastewater, solid waste, and utility services.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Develops, recommends, and implements operating policies, procedures, and programs to affect the efficient and effective operation and delivery of services.

Provides direction to and supervises the activities of all divisions within the department which include Water and Sewer, Water & Sewer billing, and Solid Waste.

Exercises responsibility and authority for securing, developing and maintaining both the financial and human resources necessary for a sound, proactive, professional utility services operation.

Plans and recommends to the County Manager short and long range goals and reports annually on the status of the departments' progress in achieving its goals.

Prepares and presents the Department's annual budget and assures organizational adherence to the parameters of adopted budget.

Provides for the construction and continued operation of water, wastewater, and solid waste facilities to serve the citizens of Seminole County. Organizes and administers the work effort of assigned divisions and activities.

Responds to citizen complaints, researching problems and formulating solutions and responses. Advises the County Manager as appropriate of relevant unresolved issues.

Performs other duties as assigned or as may be necessary.



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Page 2

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### **Minimum Qualifications**

Extensive knowledge of the current practices and procedures of management and their application to the operation of a complex public organization. Extensive knowledge of planning principles and practices applicable to public utilities programs and activities. Through knowledge of the principles and practices of public sector budgeting and finance.

Ability to articulate a vision consistent with the Board of County Commissioners and community expectations. Ability to plan, organize, and direct effectively to carry out a mission and reach a vision. Ability to communicate effectively both orally and writing with other County employees, including, elected officials and the general public. Ability to establish and maintain effective relationships within the County structure, with other governmental agencies, and the general public.

Master's Degree in Public Administration, Business Administration, Civil Engineering, or Environmental Engineering, or a closely related field and five (5) years progressively responsible professional level experience in the administration and supervision of a utility or solid waste business operation.

Must possess and maintain a registration as a Professional Engineer in the State of Florida.

Pursuant to Florida Statutes, Chapter 112, incumbent must annually file "Form 1, Limited Financial Disclosure" in the County of their residence.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

This position is an appointed service classification.

### **Working Conditions**

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.